

**Consortium Minutes**  
**Thursday 8<sup>th</sup> November 2007**  
**at REDP from 3.00 – 5.00**

**Present**

Mick Lloyd, Ella Sips, George Kinnell, Pete Beer and Diane Cuff.

**Apologies**

Bev Harris, Mark Reading (will attend on 11<sup>th</sup> December 2007), Kas Welch

**Matters Arising**

It was decided that confidential agenda items would be discussed separately and not be included in the minutes posted on the website. These would be identified with a “C” in the members’ minutes.

Verification visit report has been circulated. A summary will be included on the web site. **(A: ES / KW)**

The letter to Mike Lowe has been circulated for comments and sent.

Alison from G-Up will attend the meeting on the 11<sup>th</sup> December.

**1. Action Plan – Update**

The Action plan will be emailed to everyone **(A: ES/ KW)**

Vision: It was decided that individual members would “enhance” the vision statement submitted by Diane by **15<sup>th</sup> November** This would be done via email and any suggestions would be sent to all members.

**(A: ALL)**

Business Plan / Strategic Plan: See item 5

Compact: George has circulated the findings re. the compact review. We have time to see how the need for a compact/ review develops.

TOR: It was agreed that all members would look at the membership criteria suggested by Diane and feed back any comments to the whole group by the **15<sup>th</sup> November (A: ALL)**

Skills Audit: Bev has circulated her skills audit format for comment.

Comments by **15<sup>th</sup> November (A: ALL)**

Mapping exercise: Ella and Pete to meet tomorrow.

Communication plan: It was agreed this would include things like consultation, web site, newsletters etc and internal communication. It should form part of the strategy.

Remainder: No activity yet

## **2. Membership criteria**

See 1

## **3. Vision**

See 1

## **4. Skills Audit update**

See 1

## **5. Strategic Plan update**

Pete and Ella have attended a 2 days training course on strategic Planning. Part of this was a SWOT analysis and Pete & Ella did this for the consortium. As part of the Strategic planning day on the 7<sup>th</sup> December. Ella will circulate the SWOT and members will use that as a basis to add any additional ideas. It was suggested that Rick Gwilt would be ideal to facilitate the day as he has already worked with the group. **(A: contact Rick ES)** It was agreed that money from the budget could be spent on this. He would also be able to write the strategic plan.

Ella explained that the Strategic plan is an important document as it will also inform the regional plan and the priorities set out in the plan will determine the priorities for future funding.

To determine the priorities, the CVS has also designed an on-line questionnaire for groups to complete by the end of October. Groups can also complete the questionnaire over the phone or by post. The exercise will also take place during the CVS conference on the 10<sup>th</sup> November.

## **6. “Fix-It” Fund**